CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:
Classification Specification: ACCOUNTING SERVICES ASSISTANT 2
Salary Range: AF 18
Position Description: Accounting Services Assistant 2
Incumbent:
Location: Public Works - Engineering

GENERAL PURPOSE:

Under the direction of the Public Works Accounting Supervisor or the Accounting Services Assistant 3, perform a variety of financial and clerical accounting duties related to purchasing, invoicing and cost allocation.

Work is characterized by a substantial volume of tasks involving general accounting skills such as, preparing purchase orders, processing invoices, and cost allocations. Incumbent in this classification is also required to assist the Accounting Services Assistant 3 with payroll; and filling in for the Accounting Services Assistant 3 as needed.

Work is performed under general supervision. Supervisor defines objectives, priorities, and deadlines; and assists the incumbent with unusual situations, which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Verify, balance, and adjust invoices to prepare for purchase order; send out appropriate paperwork for new vendors.

Route and receive incoming invoices to and from proper departments for approval and coding.

Establish registrations, dues, and memberships to courses, seminars, and agencies.

Prepare, separate, and make copies of purchase orders and invoices for payment.

Prepare purchase orders for prepayment; retrieve and distribute checks.

File and copy miscellaneous purchase orders from other departments that affect Engineering budgets.

Track purchase order expenses; monitor petty cash.

Answer telephones and greet office visitors; provide information and assistance to callers, take messages or refer calls or visitors to appropriate personnel; receive, sort and distribute incoming mail.

Assist the Accounting Services Assistant 3 with payroll, cost distribution, and journal entries; fill in for the Accounting Services Assistant 3 as needed.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- General accounting principles, practices and procedures
- Current accounting office practices, procedures and equipment
- Applicable laws, codes, regulations, policies and procedures
- City organization, operations, policies, objectives and labor union contracts
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary

SKILLED IN:

- Communicating effectively both orally and in writing
- Demonstrating interpersonal skills with tact, patience and courtesy
- Operating a computer terminal and related office machines

ABILITY TO:

- Interpret, apply and explain general regulations, policies and procedures
- Establish and maintain effective working relationships with City officials, City employees and the general public
- Add, subtract, multiply and divide quickly and accurately
- Prepare and maintain a variety of statistical and budgetary records and reports
- Maintain accounting records accurately and efficiently
- Perform accounting clerical work
- Work confidentially maintaining discretion
- Work independently to meet schedules and time lines

- Understand and follow oral and written directions
- Complete work with many interruptions

EDUCATION AND EXPERIENCE:

Education: High school diploma, general education degree (GED), or equivalent

including or supplemented by course work in business and accounting;

and

Experience: One (1) year of increasingly responsible clerical accounting experience

involving financial and statistical record keeping.

Or: In place of the above requirement, the incumbent may possess any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the

essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid Washington State s Drivers License

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer, telephone, facsimile, copier, calculator, projector, dictation equipment and typewriter.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; talk; and hear. The employee frequently is required to reach with hands and arms and type on keyboard for extended periods of time. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds.

Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed indoors in a typical office environment, subject to frequent interruptions by citizens, employees, telephone calls and inter-office activities. May be exposed to individuals who are irate or hostile. The noise level in the work

Position Description: Accounting Services Assistant 2 Page 4 of 4 environment is usually moderate. SIGNATURES: Incumbent's Signature Supervisor's Signature Date Date Approval: Department Director/Designee Date Employee Service Director/Designee Date ** Note:

This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 11/08/02